



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION
Southern District of California
www.casp.uscourts.gov

Announcement # 17-20

Position	U.S. Probation Officer (Entry Level)
Date Opened	September 5, 2017
Closing Date	Open until filled. More than one position may be filled from this announcement. Preference will be given to applications received by September 22, 2017.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Classification Level & Salary Range	Court Personnel System – CL 23 (Position may have promotion potential) CL 23, Step 13 \$46,392 annually. Position includes full government benefits.

Future salary potential CL23 – CL 28: \$46,392 - \$103,552 annually.

Duties and Responsibilities

The U.S. Probation Officer (Entry Level) will have graduated responsibilities to conduct investigations, provide sentencing recommendations to the court and supervise offenders. The representative duties and responsibilities include but are not limited to the following:

- Conducts criminal history investigations and prepares Supplemental Reports to the Bureau of Prisons on individuals convicted of a federal offense where a presentence report is waived. Prepares Criminal History Reports and investigations as requested by the court.
- Gathers booking records from the federal prison for inmates for Presentence Investigation.
- Conducts investigations, which include offense, prior record, and personal and family data. Compiles, analyzes, and evaluates information gathered during presentence investigations. Prepares presentence reports. Presents presentence reports and sentencing recommendations to the court.
- Supervises offenders to facilitate adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment, as necessary. Develops and implements supervision plans.
- Maintains personal contact with offenders through office and community/home visits and by telephone. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, and employment and training sources.
- Initiates contacts with, replies to, and seeks information from organization and persons concerning offenders' behavior and conditions of supervision. Detects and investigates possible violations and implements appropriate alternatives and sanctions. Reports violations to appropriate authorities.
- Maintains a detailed written record of case activity. Is responsible for such case records as are required by the Court, the Administrative Office of the United States Courts, and the Chief Probation Officer.
- Performs such other duties as the Court may require.

Qualifications

- To qualify for the position of Probation Officer, a person must be a U.S. citizen and possess a four-year degree from an accredited college or university in a related field of study.
- Preferred skills include excellent verbal and written communication, problem solving abilities, good analytical skills, good computer skills, unwavering integrity and strong ethics.

Requirements

- Because Probation Officers are covered under Law Enforcement Retirement as defined in Title 5, United States Code, Chapters 83 and 84, applicants must be under the age of 37 when hired and must meet minimum physical requirements.
- Successful applicants must undergo a full field background investigation by the Office of Personnel Management.
- Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.
- New officers will attend a six week training academy at the Federal Law Enforcement Training Academy in South Carolina within the first year of employment.
- Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Personal Characteristics

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

Apply by Submitting

1. A resume and cover letter explaining your interest in pursuing this position;
2. AO 78 Application for Judicial Employment which is available at <http://www.uscourts.gov/forms/AO078.pdf>
3. A written statement (not exceeding 2 pages): Describe an incident or experience from your past which you would truly consider to be life-changing. Why do you believe this experience had such an impact on you?

You must submit all required documents to be considered for this opportunity; incomplete application packets will not be considered.

Apply by submitting materials to: hr_casp@casp.uscourts.gov
Subject: Human Resources Announcement # 17-20

Additional Information

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

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